



APPLY TO JOIN AIM NETWORK'S SECOND ASSET MANAGEMENT COHORT PROGRAM

Following the successful implementation of its inaugural cohort program in 2018-2019, which helped to build asset management foundations in 33 leading municipalities in Atlantic Canada, AIM Network is pleased to offer a second cohort program in 2020-21 to a select group of municipalities in the region.

This unique municipal leadership opportunity is designed to strengthen governance and decision making about infrastructure by helping municipalities to incorporate asset management as a strategic, ongoing business process in their organization. Doing so creates efficiencies and saves money, resources and time over the long-term for the benefit of the community.

How does the program work?

Beginning in Spring 2020, participating municipalities will learn and 'do' asset management with others in their cohort in a peer-to-peer learning environment using their own data and information. Over 18 months, they will build their internal capacity to manage their asset portfolio for the long-term, using an approach called the **AIMnet Solution** (see graphic).

What is a cohort?

- A group of 6 or 7 small to mid-sized municipalities located in the same general region in their province.
- Municipalities should be at a similar stage of asset management or be similar in size.
- Municipalities should value long-term planning and commit to achieving the outcomes of the program.
- Municipalities commit to involving a team of about three people for the duration of the program, ideally including:
 - 1) the CAO/Town Manager,
 - 2) a senior public works or engineering person and
 - 3) a Councilor.

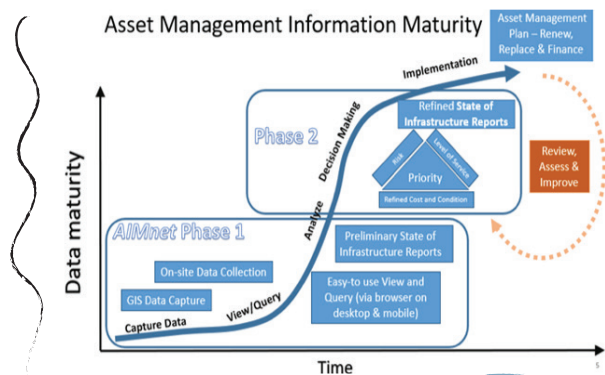
AIM Network is supporting one cohort in each Atlantic province. Regions with a history or desire for municipalities to work together in a supportive and collaborative environment will be prioritized in selection.

“The biggest eye opener for me was that I realized how much I didn't know and how important this information is to make the right decisions. I am encouraged by the improvement in data and analysis that is now coming to Council, especially the maps that show the red zones where assets need immediate attention. This process not only supports staff and council in working together to set priorities, but it also helps to communicate those priorities to the public in a meaningful way.”

Mayor Gary Bishop, Pasadena, NL
(participant of the inaugural cohort program)

What will your municipality learn and do?

The program involves some prep work followed by five facilitated workshops. Municipalities will need to complete some work between workshops. AIM Network will provide some one-on-one or small group support following some of the workshops.



Cost per municipality to participate: \$7500*

Fee Includes:

- All fees and expenses for field data collection and preparing an inventory for a major asset group.
- Set up of your Town Map in GIS showing location of water lines, hydrants, valves OR roads, sidewalks and trails, etc. and associated attribute data.
- Hard copy and digital maps and reports.
- Program registration for up to 3 participants from each municipality for all 5 workshops (i.e. 15 person days of training per municipality), including training materials, templates, facilitator fees, and lunches and breaks for all attendees
- Individual or small group technical support following workshops to assist with completing workshop activities.

Not Included: Travel costs to attend workshops. (Workshops will be held in the Cohort Group's region.) *Note: Municipalities may use their gas tax funds for this Program.



PROGRAM DETAILS

Pre-workshop:

- Prepare an inventory of one asset group such as your Town's water distribution system, your roads and trails network or other asset group.
- Layer the information over a town base map indicating location of individual assets (eg. water lines and hydrants OR roads and trails, etc.)
- Provide hard copy maps as well as digital maps set up in a GIS system showing replacement priority determined by age and life expectancy;
- Prepare a Preliminary State of Infrastructure Report for the system summarizing the infrastructure owned, life expectancy based on age and estimated replacement cost based on preliminary default values.

Phase 1:

Organizational Capacity Building

Workshop 1:

Asset Management Planning Roadmap & Policy

- Assess internal capacity for implementing an asset management program and prepare a short-term (i.e. 2-3 year) workplan to address gaps or overcome barriers.
- Prepare an asset management policy for Council adoption

Workshop 2:

Services & Levels of Service

- Prepare a list of services being provided by your town and the infrastructure relied on to provide the services;
- Identify where gaps exist between current level of service and desired level of service
- Identify strategies, actions and costs to close gaps.

Phase 2:

Prioritizing renewal and replacement of infrastructure

Workshop 3:

Assessing Risk

- Understand the potential risk to infrastructure and services posed by social, economic or political risk and how to assess the probability and consequence of such risk on your infrastructure and services.
- Assess impacts of climate change and its effect on risk and level of service decisions
- Review inventory replacement priority based on default probability and consequence of failure for the assets.

Workshop 4:

Prioritizing Infrastructure for Renewal and Replacement

- Assess risks to the various aspects of the asset group and prioritize projects or initiatives. (Phase 2 of AIMnet Solution).
- Post-workshop: AIM Network will update each municipality's maps and reports based on risk assessment and refined condition ratings identified during the workshop to prioritize renewal and replacement.

Workshop 5:

Critical Asset Strategy & Capital Projection

- Generate a list of critical infrastructure or components within the system and strategies for preventative maintenance, monitoring and renewal.
- Investigate and assess alternatives to replacement (e.g. renewal, risk mitigation, etc.) to manage funding shortfalls.
- Prepare capital requirement projections for the asset group.

“ In the beginning, I had to be sold on the concept of the cohort program by our town engineer. But the way that we're all engaged in this process and working on it as a team, it really is a brilliant concept. This is something that was done in house by current staff and council and everybody has buy in. I really applaud the AIM Network for doing it this way and I would highly recommend the cohort program to any municipality that has the opportunity to do it. To network with other similar sized municipalities is an added bonus. ” - *Susan Higdon, Town Clerk, Stellarton, Nova Scotia (participant of the inaugural cohort program)*